



City of Baton Rouge - Parish of East Baton Rouge
Taxicab Control Board – Certificate of Public Convenience and Necessity
222 Saint Louis Street, Rm 404
Baton Rouge, LA 70802
Phone: 225-389-3084 Fax: 225.389-5369
www.brla.gov/VehiclesforHire

Steps to obtain an Operator Permit and ID Badge in East Baton Rouge Parish:

1. Obtain “Right to Review” from Louisiana State Police (225) 925-4127:

<i>In Person:</i>	<i>By Mail (contact LSP for instructions)</i>
Louisiana State Police Bureau of Criminal Identification and Information 7919 Independence Boulevard Baton Rouge, LA 70806	Louisiana State Police Bureau of Criminal Identification and Information P.O. Box 66614 (Mail Slip A-6) Baton Rouge, LA 70896
<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID Properly executed forms – Authorization Form and Rap Disclosure Form *	\$36 payable by 2 money orders (\$10 and \$26) or \$36 plus transaction fee payable by credit or debit card

*Forms available online at: <http://www.lsp.org/technical.html#criminal>

2. Obtain “Official Driving Record” online from Louisiana Office of Motor Vehicles or OMV*

<i>Online:</i>	<i>Fees:</i>
Go to https://dps.expresslane.org/officialdrivingrecord 1. Enter Personal Information 2. Authorize Payment of the Fee 3. View and Print the Official Driving Record (valid for 60 days)	\$16 plus a service charge of \$2 for electronic commerce

*Official Driving Record may be viewed and/or printed for 30 days after purchased.

3. Obtain Clearance Certificate from Baton Rouge City Constable’s Office (225)389-3004

<i>Location:</i>	Note: There may be a 3-5 day processing time to obtain the Clearance Certificate. Applicant will be photographed for an Operator ID Badge and will be contacted when the Certificate is complete and sent to Finance-Revenue.
233 St. Louis St. Basement Room 46 Baton Rouge, LA 70802	
<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID “Right to Review” issued by Louisiana State Police “Official Driving Record” issued by OMV (valid for 60 days from access date)	\$15.00 clearance certificate and ID badge fee (payable at EBR Parish Finance Department – see below)

4. Obtain an Operator Permit from East Baton Rouge Parish Finance-Revenue (225) 389 – 3084:

<i>Location:</i>
222 St. Louis St. Room 404 Baton Rouge, LA 70802

<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID Clearance Certificate issued by the City Constable’s Office (Sent directly from Constable to Finance) Properly Executed Operator’s Permit Application*	\$10 permit fee \$15 clearance certificate and ID badge fee (collected for Constable’s Office – see above)

*Application available online at: www.brla.gov/VehiclesforHire



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5. Obtain Operator ID Badge form City of Baton Rouge Constable's Office (225) 389-3004:

Location:	Note: There may be a 1-2 day processing time to obtain the Operator ID Badge. Applicant will be contacted when the ID Badge is complete.
233 St Louis Street Basement Room 46 Baton Rouge, LA 70802	
Documents Needed:	Fees:
Valid photo ID Operator Permit issued by EBR Parish Finance – Revenue	No additional fees are due